



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

SEP 19 2017

OFFICE OF THE  
CHIEF FINANCIAL OFFICER

**MEMORANDUM**

**SUBJECT:** Addendum to Guidance for Charging Hurricane Harvey and Irma Tracking Costs

**FROM:** Jeanne Conklin, Controller  
Office of the Controller

*Meshell Jones-Peeler*  
for

**TO:** Senior Resource Officials

The purpose of this memorandum is to provide updated guidance on how EPA employees are to track Hurricane Harvey and Irma costs and will also assist in reporting to Congress, OMB, the general public and other key stakeholders.

All hurricane related correspondence, including emails, should be retained as documentation in the responsible office. Should you have any questions, please contact Dale Miller, Branch Chief, Program Accounting Branch at (202) 564-2586.

Attachment

cc: David A. Bloom  
Howard K. Osborne  
Meshell Jones-Peeler  
EPA Senior Budget Officers  
Regional Comptrollers

## Hurricane Harvey & Irma Addendum 1

This addendum to the Guidance for Charging Hurricane Harvey and Irma costs, issued on September 8, 2017, details how EPA employees should track time directly related to both Hurricanes. Only those individuals who are **NOT** working directly to the mission assignment would track their time. For charging details, please refer to the previously issued guidance for Hurricanes Harvey and Irma. Additional charging and tracking guidance for FY 2018 Hurricane Harvey and Irma costs will be issued once People Plus 9.2 goes live.

### NOTE: THIS DOES NOT PERTAIN TO THOSE WHO DIRECTLY CHARGE THEIR HOURS TO MISSION ASSIGNMENTS

#### Tracking Guidance:

Tracking is essential to being financially reimbursed by FEMA and required to support supplemental funding requests. Furthermore, tracking costs is also a key to efficiently and accurately reporting to Congress, OMB, the general public, and other stakeholders. To ensure accurate tracking of Hurricane Harvey and Irma costs, all employees performing management directed activities should track associated hours in the agencies time and attendance system as follows:

1. Enter a line in People Plus and indicate the type and number of hours worked utilizing the applicable time reporting code, account index, code description and accounting string.
2. For Hurricane Harvey and Irma, it is imperative to enter the appropriate project code only in the comment field. The project for Hurricane Harvey and Irma are:
  - A. Hurricane Harvey enter project code H001
  - B. Hurricane Irma enter project code H002.

In the example below, the employee entered 2.00 hours of Comp time that are tracked to Hurricane Harvey project code H001 and 1.00 Regular time tracked to Hurricane Irma project code H002.

Enter charge time reporting data in the following table.  
If additional lines for time entry are needed, press the "Add a New Line" button.

New All First 1-2 of 3 Last From Sunday 10/1/2017 to Saturday 10/20/2017

Time														How Reporting	Short	Account Index	Account Code Descr	BPAAccount String	Overcode			Comments	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Code	Description	Account Index	Account Code Descr	BPAAccount String	Acct Bld	Revision Code	PTA Code	Comments	
		9.00	9.00	9.00	9.00			9.00	9.00	9.00	9.00	9.00		8.00	REGHR	Basic Pay			Acct Bld				Cancel
													2.00	COVRG	Comp Time				Acct Bld			H001	Cancel
													1.00	REGHR	Basic Pay				Acct Bld			H002	Cancel

Total Hours: 0.00

Period Total: PAA Total: 0.00 0.00

☐ Abstract and Submit? ☐ Verify and Submit?

[Add a New Line](#) [Apply Schedule](#) [Calc Timecard](#) [Previous Period](#) [Next Period](#)

[Save](#) [Load Records](#)

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Employees should adjust all affected timecards to accurately track non-Mission Assignment hours.

**Reporting Guidance:**

Additional instructions will be provided on generating reports in PPL for Hurricane Harvey and Irma tracking.

**Contact Information:**

**Emergency Travel Questions – Office of the Controller**

- Travel Help Desk: (513) 487-2346, [cinwd\\_travel@epa.gov](mailto:cinwd_travel@epa.gov)
  - Hours (Mon-Thu, 6:30am to 7:30pm ET, Fri: 6:30am to 6:00pm ET)
- Non-Business Hours: (513) 607-9480, [cinwd\\_travel@epa.gov](mailto:cinwd_travel@epa.gov)